**ROLE DESCRIPTION**

**CAREERS OFFICER**

Every local institute must elect a careers officer at its Annual General Meeting to hold office for the ensuing twelve months.

The careers officer acts as the main point of contact for the careers activities within your region. This is to ensure the development of strong and effective relationships with the key local education and careers communities including schools, careers services, government agencies and local organisations.

Remember, the role of the local institute is primarily to adopt the objectives of the CII, as defined in its Charter and Bye-laws, for the benefit of your local members, prospective members, students and the local insurance and financial services community.

Consequently, the careers officer should develop a close working relationship with the CII at Aldermanbury and also with the Regional Membership Manager for the region.

**Main responsibilities**

The role will involve, but may not be limited to the following:

* To give informed advice on careers on all sectors of insurance and financial services by liaising with schools, colleges and universities.
* Act as the principle point of contact with the CII and its Discover Risk and Discover Fortunes programmes.
* Support the local career and education network with insurance and financial services careers work.
* Support new or prospective industry entrants with career advice, including advisory interviews.
* Organise relevant office visits and other careers functions as required.

**Additional notes**

1. The role of careers officer will normally be undertaken for a term of one year although the constitution of the local institute allows for a longer period.
2. The careers officer must be fully conversant with the CII’s examination and qualification structures, for additional information please speak to your Regional Membership Manager.